Quality management guideline for suppliers

ANNEX

Instructions for the execution of first trials

		Approval
Area	Central Purchasing	Central QC
Name	Czayka	Schröder
Date	2015-09-18	2015-09-18
Signature		

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1 Why are First Trials necessary?

The purpose of the First Trial procedure is to prove that manufacturing is able to produce products which fully fulfil the demands of our customers, whilst working under standard conditions.
The supplier is obliged to introduce a complete first trials test report to the Vorwerk group before serial delivery occurs. This must correspond to the following points along with the corresponding quantity of trials samples.

2 Extent of the First Trial and information about the necessary proof

The extent of the First Trial is to betaken from the matrix.

3 Construction of the First Trials Test Report

a) Coversheet with information of the reasons for the First Trials including: additional explanations in the remark field (e.g.: Reason: Changes of suppliers / remark: Name and address of the supplier)

b) Release of the Vorwerk drawing

c) Product-related test results
   a. Completely new first trials are to include all features/parameters according to drawing specification. This is also valid when installation parts/ devices or similar are provided

d) Drawing specifications
   a. All drawing parameters are to be shown with position numbers that must correspond to their respective positions/reference numbers in the annex of the first trials test report (measuring result sheet, material report, functional report etc.).
   b. Should parts be delivered in re-usable tooling or forms, a suitable nest (group) identification is necessary for the First Trial Test report. At least one part from every nest of a “first trial” must be submitted for inspection.

e) In order to correlate the measured results, the measured parts are to be clearly marked and added to the first trials test report. 10 trial parts are to be marked with numbers from 1-10.

f) All materials used are to be furnished with an original test certificate 3.1 (E 10204) indicating the chem. and mechanical properties along with a statement of the should/is value, and including a certificate of the respective test standard (material standard).

g) For significant test parameters, short-term physical abilities are to be indicated and documented. The following minimum values are to be adhered to:
   a. Short-term ability (machine ability) $C_{mk} \geq 1.67$
   b. Temporary process ability $P_{pk} \geq 1.67$

h) The IMDS is entered under the ID number. The description of the component has to be in German and English. The observance of the actual recommendations is necessary or an IMDS will not be issued/released.

i) The documentation and annexes must be readable and correctly assigned.

j) Language: In German and if necessary In English

4 Delivery of the First Trials

a) A delivery Note indicating all order data is to be included with every First Trials delivery, and the packaging must be clearly provided with the information "FIRST TRIALS" along with the "MU number".

b) The First Trials deliveries are to include the documents First Sample Test Report and the relevant documents

c) Where no parts or no documents are delivered for the First Trials, or only incomplete documents are enclosed, we reserve right to reject the samples:

   a. Approach for missing parts:
   The First Sample Test Report is rejected on the cover and the supplier is informed by fax.

   b. Approach for missing documentation:
   The supplier is informed about the non-acceptance of the First Sample Test Reports by email. The delivered parts must be collected by the supplier within 5 working days. Should the parts not be collected then the parts are to be scrapped at the expenses of the supplier.

   In both cases a. and b., an entirely new First Sample test must take place.

5 Usage decision

The decisions, divergences and conditions are noted on the cover sheet.
Only a “complete decision” is valid.

Serial delivery may only occur after complete acceptance has been issued in writing. The invoice for tool costs will only be entertained after the written acceptance has been issued.
Release of the First Sample Test is normally indefinite, exceptions being when there is a manufacturing interruption of more than 12 months. In this case a renewal of the testing procedure is to be carried out

1. Use decision: "released":
   A release is marked in the Vorwerk group in the decisive field as "free"

2. Use decision: „released with conditions, further First Trial Tests are necessary”
   This conditional release means that before serial delivery can take place, all deviations are to be fulfilled and a new First Sample Test is to be carried out. The test identification must include the order number (first order), the original report No. and the index (initial First Sample Test=Index: 01/1. Re testing =Index: 02/etc.).
   The correction of the non-accepted parameters must be confirmed in this re-test, (if necessary new trials will be required).
   The examination of the divergences is to be carried out by the Vorwerk group
   a. Deviation permission:
      A Deviation Permit is noted on the First Sample Test Report cover and is limited exclusively to an agreed quantity or a period of time, and is not valid as a QC concession for further deliveries. The details to the divergences are described in detail in a “special release form” and is sent to the supplier

3. Use decision: „Rejected, re-test necessary“:
   Rejection of the first trials means that corrected first trials samples are to be re-presented within a max. of 4 weeks. The term can be extended in writing by the Central Purchasing or the QC.

6 First Sample Cover Sheet

Amongst other things, the First Sample cover sheets are to be used in the following cases:

a. Drawing changes by which the changed parameters are not relevant to the supplier (e.g., new supplier's identification information is not relevant to the supplier).
b. Editorial changes / information text / additional information /, that are not relevant to the supplier (z. B. English translations)
c. Drawing changes, that were adapted and based on the previous First Test Sample Report

7 Further Applicable Documentation

- Matrix: Components – contents of the First Sample Test Report for Suppliers-parts submission
- QC management directive for suppliers (the latest issue is valid in all cases)
- VDA 6.1 and the matching VDA volumes (the latest issue is valid in all cases
- QS 9000 and the matching pamphlets (the latest issue is valid in all cases)
- IMDS – Recommendation) (the latest issue is valid in all cases)
- First trials test report
- Application for special release

8 List of Changes

Date	Index	Description of Changes
18.09.2015	B	• Seite 1: Freigabe - Verantwortlichkeiten aktualisiert • Matrix überarbeitet (siehe Anhang)